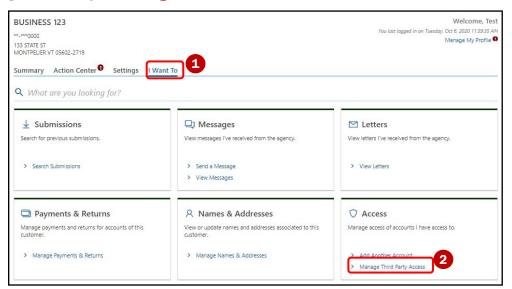
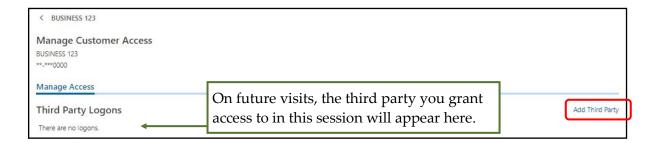
## **Granting Tax Professional Access to a myVTax Account**

One of the many convenient features of myVTax is the ability to give a third party, such as your tax professional, access to your tax account. Levels of access range from "View only" to allowing the third party to "View, File & Pay" your taxes. Before you begin, the third party must create an account in myVTax. Once registered, this person is recognized as an "Existing Third Party" with a username in myVTax. You must obtain the username to grant add the third-party access to your account.

Step 1 Log into your myVTax account. From the home screen, click the I Want To tab, 1 then Manage Third Party Access. 2



Step 2 Click Add Third Party.



You may authorize your accountant or third party to grant others access to your account. For example, if your accountant is reviewing your account and is called away to a family emergency, they can grant access to another accountant in the firm to review your account instead. This may be a discussion you have with your accountant ahead of time.

Page 1 of 2



Step 3

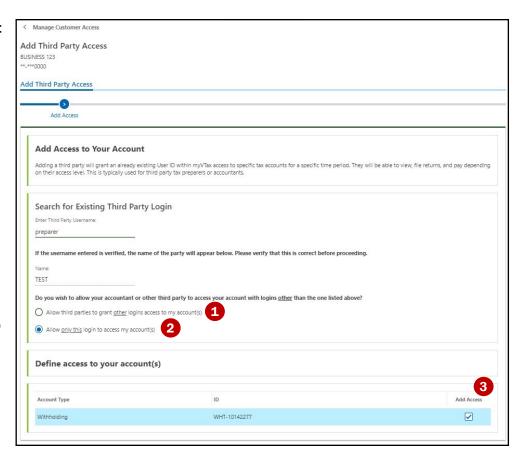
Verify that the name that appears in the **Username** field is that of your tax professional or third party.

Click Allow third parties to grant other logins access to my account(s) 1 to designate others to access your account. (You can always revoke permission if you change your mind later.)

## -OR-

Click **Allow only this login to access my account(s) 2** to allow only the person named above to access your account.

From the **Account Type(s)** used in your business, click in the appropriate **Add Access** box. **3** You may pick more than one if other accounts are listed.



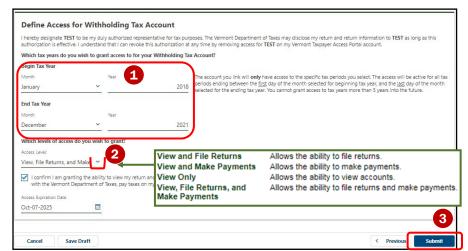
## Step 4

Once you have granted the third-party permission to access an account, you then must specify the **Begin/End Tax Years** 1 for that account. The third party will not be able to access a period outside of the range you designate.

Click the **down arrow** 2 to select the **level of access** you wish to grant to your tax professional.

Note: If the third party is registered using a Social Security Number, then the only option available is "View."

When done, click **Submit**. 3



Preparer access must be updated every five years. The **Access Expiration Date** field will automatically prefill to five years from today. If you prefer that the preparer's access to expire sooner, you may enter any date within the next five years.

